

7 SEP 1982

MEMORANDUM FOR: Headquarters Annexes Committee Representatives

FROM:

[REDACTED]
Chairman, Headquarters Annexes Committee

SUBJECT: Planning Meeting

1. Welcome to the Headquarters Annexes Committee of the Fine Arts Commission. I am looking forward to meeting and working with you in our mutual desire to enhance the quality of our work environments.
2. Our first meeting is scheduled for 21 September at 10:00 AM in Headquarters room 2E62.
3. Please come prepared to discuss items of primary interest in your building. It will save precious time if you can come with some possible solutions to any problems you may foresee in the carrying out of your new responsibilities.
4. I repeat Mr. Johnson's invitation for you to plan to attend the 18 October meeting of the Fine Arts Commission.

CH/HqsAnexesCommittee

[REDACTED]
[REDACTED]
(7 September 1982)

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